

Massachusetts Department of Public Health
Drug Analysis Laboratory
 Boston, MA.

Comprehensive Reviewer Checklist

Lab #: _____ Analyst: _____

Identification of Substance: _____

Reviewer's Signature: _____

Date: _____

Review Items	Yes	No	Not Applicable	Comments
A. Are all the documentation for the comprehensive review present?				
1. Copy of Drug Receipt				
2. Copy of Control Card				
3. Drug Analysis Form				
4. Copy of MS Tracking (Control) Sheet				
5. Copy of MS Sequence (Batch) Sheet				
6. Copy of Tune Report				
7. Copy of QC Mix Data				
8. Copy of Internal Polystyrene				
9. Raw Data				
10. Draft of Certificate of Analysis				
B. Preliminary Test				
Do the notes contain a complete and accurate description of the evidence?				
Color Test Performed & Accepted				
Microcrystalline Test Performed & Accepted				
Verify Sampling Technique				
Verify Math Calculations				
Net Weight Documented				
Are the weights reported appropriately and are the proper units noted?				
Macroscopic Test Performed & Accepted				
Microscopic Test Performed & Accepted				
Micromedex Match Accepted				
Literature Search Match Accepted				
UV-Vis Test Performed & Accepted				
GC # _____ Test Performed & Accepted				
HPLC Test Performed & Accepted				

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Review Items	Yes	No	Not Applicable	Comments
C. Confirmatory Test (if applicable)				
Instrumentation				
GC/MS #				
Tune Performed & Accepted				
QC Mix Performed & Accepted				
MS Sequence (Batch) Sheet Accepted				
Bracketing Standards Present & Accepted				
Relevant Blanks Present & Accepted				
MS Tracking (Control) Sheet Accepted				
Sample Retention Time Accepted				
Sample Library Search Accepted				
Sample Spectral Interpretation Match Accepted				
LC/MS/MS #				
Tune Performed & Accepted				
QC Mix Performed & Accepted				
MS Sequence (Batch) Sheet Accepted				
Bracketing Standards Present & Accepted				
Relevant Blanks Present & Accepted				
MS Tracking (Control) Sheet Accepted				
Sample Retention Time Accepted				
Sample Library Search Accepted				
Sample Spectral Interpretation Match Accepted				
IR #				
Internal Polystyrene Performed & Accepted				
Standard Present & Accepted				
Relevant Blanks Present & Accepted				
Sample Library Search Accepted				
Sample Spectral Interpretation Match Accepted				
D. Reporting				
Drug Receipt Completed & Correct				
Control Card Completed & Correct				
Drug Analysis Form Completed & Correct				
Certificate of Analysis Completed & Correct				